

**Orange County Convention Center rules regarding move in & out:**

Public passenger elevators and escalators may NOT be used to transport equipment or exhibit materials. All show freight and equipment must be delivered or removed through the loading dock area.

**What is considered a POV:**

Privately owned vehicles (class 1 or 2) used to transport people for example:  
Automobiles, pick-up trucks, mini-vans, full-size vans and sport utility vehicles, limos and taxis.  
Box trucks no longer than 24feet in length and pick-up trucks pulling trailers under 12 feet are also permitted.

**Who can unload the POV:**

The vehicle must be unloaded/loaded by full-time exhibitor personnel.  
General contractors, represented labor, I&D companies and EAC (exhibitor appointed contractors) are NOT allowed to use the POV area.

**Acceptable loading & unloading:**

Displays or other event related materials must be unloaded/loaded by hand or with the use of a fully manual (non-motorized) cart or dolly by a full-time employee of the exhibiting company.  
Pallet jacks and motorized equipment is NOT allowed.

**Drivers must NOT leave the vehicle; it is suggested that 2 persons accompany each POV.**

One person unloads/loads and one person remains in the vehicle incase the vehicle would need to be moved.

**Amount of time allowed to load/unload:**

A POV must be completely unloaded within 30 minutes of arrival at the loading dock area. Multiple trips are Permitted as long as loading/unloading is completed and the vehicle is removed from the loading dock area within 30 minutes.

**POVs must check-in at the Freeman marshalling yard prior to going to show site:**

For move in, POV's must check in at the Freeman Marshalling Yard – 10088 General Dr. Orlando, FL. 32824  
See map and directions below.

**POV hours of operation:**

**Move In:**

Tuesday, November 9 from 8:00 AM - 5:00 PM. All POVs must be unloaded and removed by 5:00 PM.

**NOTE:** NO POV or self-unloading on Wednesday, November 10<sup>th</sup>.

**Move Out:**

Thursday, November 11 from 3:00 PM – 9:00 PM. All POVs must be loaded and removed by 9:00 PM

**POV Move Out Procedure:**

**Loading by hand:**

If you unloaded your own vehicle and hand carried your materials to your booth, a MHA is NOT required, however, a POV dock pass is required. A POV desk will be located near the Freeman service desk where you may retrieve a pass once all of your booth materials are completely packed and ready to be loaded. To gain access to the POV loading area, your pass must be in the vehicle and presented to security at the rear entrance to the loading docks. POV passes will NOT be available until one (1) hour after the close of the show.

**Loading with assistance:**

If Freeman personnel unloaded your POV with the assistance of a forklift during move in, a MHA is required. Once all of your booth materials are packed and ready to be loaded, please proceed to the Freeman service desk to turn in your MHA. After the paperwork is received you may retrieve your vehicle and proceed to the loading dock. Security personnel working the POV operation will direct you on where to park. Check with Freeman for estimates on any associated fees.